Broome County CERT
Training Document

Portable Radio Guidelines

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<u>Portable Radio Guidelines</u>

The purpose of this document is to provide basic radio operation guidelines. This document is not meant to replace formal or hands-on training; it is intended to be used as reference material.

<u>General Information</u>
- Radio first, take action next.
- Use your assigned **Call Number.**
- A radio test will be conducted at the beginning of every event by the Commander or his designee.
- Safeguard the portable radio and keep it on your person at all times during your deployment.
- Remember that your conduct on the radio should display courtesy professionalism and respect to all who may hear what you say.
- Remember its push-to talk, release to listen.
- Only one unit can transmit at a time.
- To minimize confusion, use plain English on the radio rather than 10-codes.

<u>Radio Operation Procedures</u>
- Upon receipt of the portable radio make sure it is operational.
- Transmit ONLY in the performance of duty, no chatting.
- The use of profanity or unauthorized transmissions is a violation of Federal Communications Commission regulations. Do not use "CB" type jargon.
- Check to determine if the channel is clear before transmitting. When transmitting, depress the push-talk button, <u>wait 1 second</u>, then begin to speak. This prevents cutting off the first part of the transmission.
- When transmitting use a firm, clear voice, and hold radio or mike away from your mouth.
- **<u>Always</u> begin transmission by identifying yourself and whom you want to connect with**; wait for acknowledgement before continuing transmission.
- Make messages short and to the point; remember, others may also need to transmit.

- Do not shout. Shouting muffles and distorts messages. Normal telephone voices conversations are best.
- Transmit in a regular rhythm. Do not "race through' your message.
- The radio is only useful when it works. When radio reception is poor, <u>move</u>. If you hear them better, they will be more likely to hear you better.

Request for Assistance
A radio request for assistance should always include the following information:
- **Who You Are**
- **Where You Are** - Although the exact sequence of information is flexible, the most important factor is the location
- **Request Type** - Always be specific when requesting assistance. Is it an emergency? LE Officers required? Medical personnel required? Etc.

Radio Jargon
The following words and phrases are often used on the radio. They are listed here for your familiarity. They can be used alone or within the context of a complete message.

- Radio Check - Test of reception / transmission.
- Acknowledged or Received - At the end of the transmission to signify understanding or completion.
- Affirmative – Yes.
- Negative – No.
- RMA - Refused medical assistance.
- MVA - Motor vehicle accident.

This list is merely a sampling and not intended to be all-inclusive.

Radio Signal Codes
The following signal codes (10-Codes) are often used on the radio. They are listed here for your familiarity.

- 10-4 - Acknowledgment
- 10-09 - Repeat Message

This list is merely a sampling and not intended to be all-inclusive.

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Phonetic Alphabet

Letters such as C, D, E, etc. often sound the same when transmitted over the radio. The Phonetic Alphabet is used to avoid potential confusion. The Phonetic Alphabet replaces a name for an letter, such as, Adam, Boy, Charles for A, B, C.

See Phonetic Alphabet list below.

A	ADAM	**N**	NORA
B	BOY	**O**	OCEAN
C	CHARLES	**P**	PETER
D	DAVID	**Q**	QUEEN
E	EDWARD	**R**	ROBERT
F	FRANK	**S**	SAM
G	GEORGE	**T**	TOM
H	HENRY	**U**	UNION
I	IDA	**V**	VICTOR
J	JOHN	**W**	WILLIAM
K	KING	**X**	X-RAY
L	LINCOLN	**Y**	YOUNG
M	MARY	**Z**	ZEBRA